

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
DETROIT, MICHIGAN**

OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT

HUMAN RESOURCES SPECIALIST- #03-10

**SALARY/GRADE CLASSIFICATION LEVEL (depending upon qualifications) -
CL-28 (\$47,889 - \$59,888; Salary Potential to \$77,887)
Salary Commensurate with Experience/Qualifications**

This position is located in the District Clerk's Office. The incumbent provides the full range of human resources management services and advice to the Court including planning, developing and implementing human resources policies, procedures, rules, regulations and programs for the District Court. The incumbent is a member of the Human Resources team and reports to the Human Resources Manager.

Representative Duties

Reviews, researches, develops, recommends, and implements human resources policies for the District Court.

Advises senior managers on human resources matters.

Measures, documents, and tracks the effectiveness of the human resources programs.

Assists in ensuring the human resources office practices are in compliance with policies, procedures and regulations. Maintains the Court's Human Resources Manual.

Works with department to implement orientation programs for new employees, judges staff and managers/supervisors. Travel may be required to assist in implementing human resources programs.

Analyzes, evaluates, and conducts studies to assist in formulating appropriate course of action for human resources issues.

Assists in ensuring proper procedures are followed regarding appointment, promotion, and terminations.

Assists in developing and conducting training on issues pertaining to human resources policies and procedures, changes affecting benefits and/or other program areas.

6/02/03

Develops and administers recruitment and selection of applicants for employment. Screens, tests, and interviews candidates. Assists judicial officers and management staff in recruiting, selecting, and appraising staff.

Develops, implements and administers performance appraisal system.

Develops, administers, and documents grievance and adverse action procedures.

Assists in consistently administering the classification standards under the Court Personnel System and Judiciary Salary Plan. Participates in updating and developing new position descriptions. Advises court managers on application of relevant classification standards.

Provides recommendations for alternate organizational structures.

Administers existing benefit programs for the Court. Provides advice and assistance to employees and managers in federal benefits areas, including health and life insurance, and retirement.

Administers EEO programs. Monitors and documents policies consistent with EEO guidelines. Prepares EEO reports.

Develops and administers employee recognition program.

Processes personnel and payroll actions (appointments, promotions, separations, terminations, within-grade increases, and quality step increases.)

Maintains all human resources records, including payroll and leave records.. Assists in periodic reports for Court Administrator and the Administrative Office of the United States Courts.

Performs other duties as may be assigned.

QUALIFICATIONS

To qualify for the position of Human Resources Specialist, a candidate must possess excellent written and oral communication skills, organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, friendly and customer focused attitude, and the ability to handle a wide range of program areas.

Required

6/02/03

A minimum of three years of specialized experience in administering programs and enforcing procedure in a Human Resources department/setting. This experience must have included at least three of the following areas: recruitment and staffing, benefits, training and development, classification, performance management, employee relations, payroll & benefits administration, and/or organizational development. At least one year of the required experience must have been at the CL-27.

Preferred

Master's Degree in Human Resources Management, or other relevant field (i.e. Education). Experience in computerization of human resources' functions. An additional four years of specialized experience in administering programs and enforcing procedure in a Human Resources department/setting. Prior supervisory experience.

APPLICATION PROCEDURES

To be assured of consideration, submit a resume and cover letter to HUMAN RESOURCES MANAGER, U. S. District Court, 814 Theodore Levin United States Courthouse, Detroit, Michigan 48226 by the close of business on Monday, July 14, 2003 **OR** fax to 313-234-5491. E-mails will be accepted at Michael_Wade@mied.uscourts.gov. Only those applicants selected for an interview will be contacted.

To be considered applicants **must** also submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties and responsibilities for the position:

1. Describe your progressively responsible administrative experience which provided you a thorough knowledge and understanding of human resources management.
2. The progressively responsible administrative experience required for this position must have included three of the following areas: recruitment and staffing, benefits, training and development, classification, performance management, employee relations and/or organizational development. Describe the three areas that you have the most experience in. Give a specific example for each area.

EMPLOYMENT INFORMATION

Benefits

- ! Credit for prior federal government service
- ! A minimum of 10 paid holidays per year
- ! Paid annual leave in the amount of 13 days per year for the first 3 years; 20 days per year after 3 years and 26 days per year after 15 years

- ! Paid sick leave in the amount of 13 days per year
- ! Mandatory retirement benefits
- ! Optional participation in Thrift Savings Plan
- ! Optional participation in choice of Federal Employees Health Benefits
- ! Optional participation in choice of Federal Employees Group Life Insurance
- ! Optional participation in the Flexible Benefits Program
- ! Optional participation in the Commuter Benefits Program
- ! Optional participation in Long-Term Care Insurance
- ! Optional participation in private Long-Term Disability Plan

Conditions of Employment

Employees must be United States citizens or eligible to work in the United States.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The United States District Court is an Equal Opportunity Employer